

Congratulations, You're the Collateral Duty Safety Officer!

Participant Guide

TELNPS Interactive Television Workshop
Revised December 7, 2005

How to Interact with the Instructor

We encourage you to ask questions and share your comments with the instructors throughout this TELNPS course.

If you were physically in the classroom with the instructor, you would raise your hand to let him know you had a question or comment. Then you would wait for the instructor to recognize you and ask for your question. We are all familiar with that “protocol” for asking questions or making comments.

With TELNPS courses there is also a “protocol” to follow to ensure you can easily ask questions and others can participate as well. It may seem a little strange at first asking a question of a TV monitor. Remember, it is the instructor you are interacting with and not the monitor. As you ask more questions and participate in more TELNPS courses, you will soon be focusing only on the content of your question and not the equipment you are using to ask it.

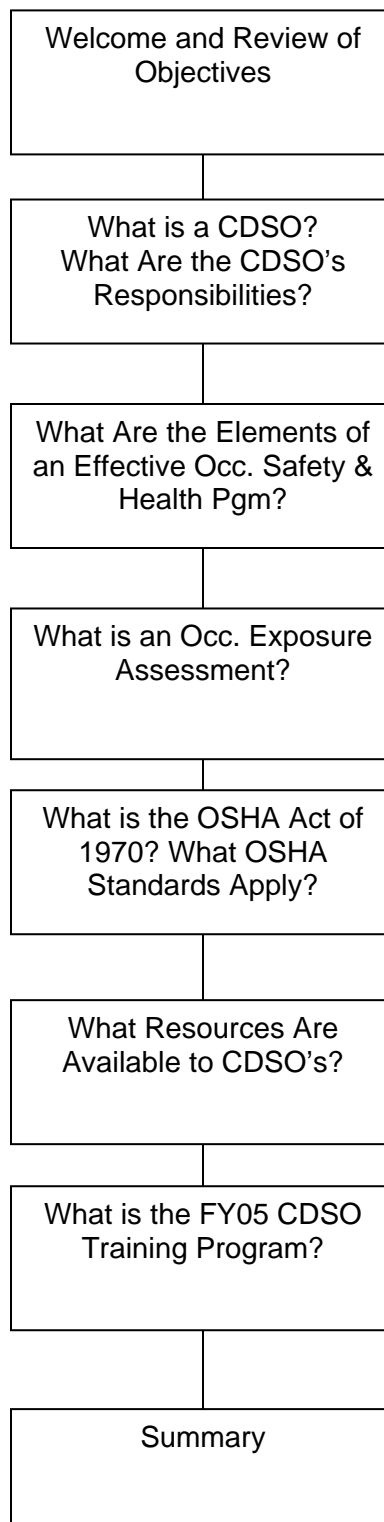
As part of the TEL station equipment at your location, there are several push to talk microphones. Depending on the number of students at your location, you may have one directly in front of you or you may be sharing one with other students at your table.

*When you have a question, press the push to talk button and say,
“Excuse me [instructor’s first name], this is [your first name]
at [your location]. I have a question (or I have a comment).”
Then release the push to talk button. This is important.
Until you release the button, you will not be able to hear the instructor.*

The instructor will acknowledge you and then ask for your question or comment. Stating your name and location not only helps the instructor, but also helps other students who are participating at different locations to get to know their classmates.

PLEASE NOTE: When you speak into the microphone, keep a distance of 12 –15 inches for the best clarity. If you are closer than this, the audio quality is decreased significantly.

Congratulations, You're the Collateral Duty Safety Officer (CDSO) Course Map



Course Objectives**Notes**

At the conclusion of the workshop, you should be able to:

1. Define what a CDSO is.
2. Understand the roles and responsibility of the CDSO for your facility.
3. List the elements of an effective occupational safety and health program.
4. Understand the concept of the Occupational Exposure assessment and how it enables the CDSO to recognize basic safety and health hazards in your workplace.
5. Describe the Occupational Safety and Health Act of 1970.
6. Understand which OSHA Standards apply to your workplace.
7. Define the role of the competent person as defined by OSHA
8. Identify/utilize internal and external resources to address safety and health issues
9. Explain the course offerings for the FY05 CDSO training program.

What Is A Collateral Duty Safety Officer (CDSO)?**Notes**

The collateral safety officer's function is to recognize hazards in the workplace, report the hazards, and abate these hazards with appropriate professional safety assistance.

The requirement for collateral-duty safety officers is listed in DOI's Departmental Manual.

It is a requirement that Bureaus "...establish and maintain a staff of safety and occupational health professionals, both on a full-time and collateral-duty basis, at appropriate levels, to advise management in the development and implementation of an effective safety and occupational health program."
(DM Part 485, Chap 28, Para 28.3.A)

CDSOs "...will devote a minimum of 10 percent of duty time to Safety and Occupational Health Program responsibilities. However, if local safety and health program needs require additional time to achieve Program compliance, managers must ensure that CDSOs are authorized necessary duty time for that purpose.
(DM Part 485, Chap 28, Para 28.3.C)

CDSO Self-Assessment

On the next page, you will see a list of CDSO responsibilities.

Listed below are the CDSO's responsibilities. Rate yourself for each responsibility in terms of proficiency with 1 being "Needs Considerable Improvement" and 5 being "Excellent"

What Are A CDSO's Responsibilities?

Self Rating	#	Responsibility
	1	Assists managers, supervisors, and the Safety and Occupational Health Manager/Regional Risk Manager in implementing the Safety and Occupational Health Program and NPSafe in the Park.
	2	Assists supervisors in assuring that all accidents/incidents are investigated and reported in a timely manner into the SMIS database in accordance with National Park Service and Department of the Interior policy.
	3	Is familiar with and maintains a working knowledge of OSHA, DOI, and NPS safety and health standards, regulations, and policies. Maintains a list of technical contacts and websites.
	4	Applies the necessary skills to implement the basic elements of organizing, planning, and managing the NPS safety and health program at the park.
	5	Conducts routine or recurring facility inspections as required under OSHA regulations and National Park Service/Department of the Interior policy and/or special initiatives in accordance with the level of training and/or certification received. Is skilled in the knowledge necessary to conduct a thorough inspection of all employee work sites and employee hazard exposures.
	6	Initiates appropriate actions to correct deficiencies based on inspection findings. Provides information to the superintendent and park management team so they can initiate appropriate action to correct safety deficiencies.
	7	Serves as a member of the Park Safety and Health Committee and attends Park Management meetings where appropriate.
	8	Conducts and/or coordinates safety and health training at the park. This training is in accordance with the Park NPSafe Action Plan and other training necessary to address potential employee hazards exposure.
	9	Attends safety and health management and technical training as necessary to remain proficient in assigned Collateral Duty Safety Officer responsibilities, including attendance at any scheduled Department of Interior/National Park Service annual safety and health seminars.
	10	Develops a system to ensure timely distribution of safety materials such as posters, safety bulletins, etc., which are received from the Regional Risk manager.
	11	Provides a channel of communication between employees and management to assist management in providing a safe and healthful work place.
	12	Performs work in accordance with guidelines and direction from the Regional Risk Manager or Safety and Occupational Health Manager.
	13	Participates in a periodic meetings and calls with the Regional Risk Manager.
	14	Ensures by communication with the Regional Risk Manager is following the direction of the Regional and Park NPSafe Action.
	15	Assists the Park Management Team in the development of the NPSafe Action Plan.

What Are the Elements of an Effective Occupational Safety and Health Program?

Notes

An effective occupational safety and health program is not just a function of having the right elements in place. It is also a matter of the degree to which an organization has truly mastered each of the elements.

Employee Involvement

- Form a safety committee

Management Commitment

- Have management communicate safety commitment (policy letter/guidance)

Accident Investigation

- Review historical data on accidents, injuries and near misses.
- Accident investigation program.

Hazard Recognition and Control

- Establish an inspection program (ongoing, routine)
- Establish hazard prevention and control program.

Training

- Identify employee training requirements.
- Record Keeping

What is an Occupational Exposure Assessment?

Notes

Occupational Exposure Assessment is the qualitative or quantitative determination (area monitoring, modeling, objective data, personnel monitoring) made by an industrial hygienist or other appropriately trained individual, of an employee's exposure to a chemical biological or physical agent. An OEA provides environmental data with which to decide whether and how to reduce workplace exposures, and to define exposure-response relationships in epidemiologic studies.

Instrumentation is often used to measure and collect data. Typical types of instrumentation are personal sampling devices like air sampling pumps, noise dosimeters, heat stress monitors and direct measurement instrumentation. The data that is collected is then compared to an Occupational Exposure Limit (OEL).

After the data is analyzed by trained persons, usually Industrial Hygienists, recommendations can be made regarding processes, personal protective equipment, engineering changes to equipment, etc. Dependable data and effective intervention ensure that workplaces are safe for employees.

OSHA requires exposure assessments for specific hazards. These may be found in 29 CFR 1910.1000 Toxic and Hazardous Substances subpart Z, 29 CFR 1910.134 Respiratory Protection Standard, 29 CFR 1926.62 Lead Construction Standard, 29 CFR 1926.1101 Asbestos Standard.

What is the OSHA Act of 1970?**Notes**

Prior to 1970, no uniform and _____ provisions existed to protect employees from workplace safety and health hazards.

In 1970, Congress considered annual figures such as these

- Job related accidents accounted for 14,000 worker deaths
- Nearly 2.5 million workers were disabled
- Estimated new cases of occupational disease totaled 300,000

So, Congress passed the Occupational Safety and Health Act of 1970. The purpose of the Act was:

“...to assure so far as possible every working man and woman in the Nation _____ and _____ working conditions and to preserve our human resources.”

The 1970 Act did not apply to federal agencies. In 1980, Presidential Executive Order 12196 was signed requiring that federal agency heads are responsible for providing safe and healthful working conditions for their employees. Federal agency heads are required to operate comprehensive occupational safety and health programs that include:

- Recording and analyzing injury/illness data
- Providing training to all personnel
- Conducting self inspections to ensure compliance with OSHA standards

What Are the Major OSHA Standards That Apply to the NPS?

Notes

The National Park Service (NPS) will meet or exceed applicable safety, health, environmental, and related trade codes and standards.

Where conflicts arise between codes and standards, the more stringent requirement(s) will be used.

If codes, standards, procedures, and guidelines do not exist or those existing are not adequate, appropriate requirements will be developed.

The National Fire Protection Association's Life Safety Code, NFPA 101, will be used as the primary basis for evaluating structures and other facilities regarding property, environmental, employee, and visitor safety from fire hazards.

The following are federal regulations and national consensus standards to be used in NPS operations.

1. Occupational Safety and Health Administration
 - 29 CFR 1960 Federal Employee Occupational Safety and Health Programs
 - 29 CFR 1910 General Industry Standards
 - 29 CFR 1926 Construction Safety Standards
2. Environmental Protection Agency
 - 40 CFR 1-999 EPA Regulations
3. General Services Administration
 - 41 CFR 1-999 GSA Regulations
4. Department of Transportation
 - 49 CFR 1-999 Transportation Regulations
5. National Fire Protection Association Codes and Standards
6. American National Standards Institute (ANSI) Standards
7. Uniform Federal Accessibility Standards (UFAS, 1984)
8. American with Disabilities Act Architectural Guidelines, (ADAAG, 1990)

What Resources Are Available to CDSOs?**Notes**

Resources

- People
- Online Resources
- Printed Materials

Who can help? (See Appendix E)

- Park Leadership and Management
- Regional Risk manager
- Regional Designated Safety and Health Official (DSHO)
- WASO Risk Management
- Peer Networking

What resources are available online?

- NPS Risk Management Website
Go to inside.nps.gov
Scroll down to bottom right
Click on the NPSafe logo
- National Safety Council (<http://www.nsc.org>)
- OSHA (<http://www.osha.gov>)

Appendix A – Excerpt from DOI DM, Part 485, Chapter 28

Chapter 28: Collateral Duty Safety and Occupational Health Officer Program

Originating Office: Office of Managing Risk and Public Safety

28.1 Purpose. To specify the minimum Safety and Occupational Health Program (Program) requirements for establishing and maintaining appropriate levels of Collateral Duty Safety and Occupational Health Officer (CDSHO) resources.

28.2 References.

- A. 29 CFR 1960.25, Qualifications of Safety and Health Inspectors and Agency Inspections.
- B. 29 CFR 1960.58, Training of Collateral Duty Safety and Health Personnel and Committee Members.
- C. 485 DM, Chapter 1.
- D. 485 DM, Chapter 11.
- E. 485 DM, Chapter 13.

28.3 Requirements.

- A. Bureaus will establish and maintain a staff of safety and occupational health professionals, both on a full-time and collateral-duty basis, at appropriate levels, to advise management in the development and implementation of an effective safety and occupational health program.
- B. Each bureau will develop and maintain a written CDSHO program sufficient to satisfy the requirements and intent of applicable Occupational Safety and Health Administration (OSHA) and Departmental requirements as identified in 28.2.
- C. CDSHOs will devote a minimum of 10 percent of duty time to Safety and Occupational Health Program responsibilities. However, if local safety and health program needs require additional time to achieve Program compliance, managers must ensure that CDSHOs are authorized necessary duty time for that purpose.

D. Qualifications.

(1) The CDSHO will be adequately equipped and competent to recognize and evaluate hazards of the working environment and to suggest general abatement procedures. Competent, in this case, is defined as possessing the skills, knowledge, experience, and judgement to perform assigned tasks or activities satisfactorily, as determined by the organization. Experience and/or up-to-date training in occupational safety and health hazard recognition and evaluation should be considered in meeting this requirement.

(2) Training.

(a) Within six months of appointment, the CDSHO will be provided training that includes: The Departmental and bureau safety and health program; section 19 of the OSHA Act; Executive Order 12196; 29 CFR 1960; procedures for reporting, evaluation and abatement of hazards; procedures for reporting and investigating allegations of reprisal; the recognition of hazardous conditions and environments; identification and use of occupational safety and health standards; and other appropriate rules and regulations.

(b) CDSHOs will also be trained, through courses in the basic elements of organizing, planning, and managing an effective safety and health program. An exception is when the CDSHO has had the required training/experience within the previous three years.

(c) See Appendix 1 for recommended training sources appropriate for obtaining CDSHO certification qualifications.

E. CDSHO Certification. Bureaus should establish CDSHO Certification Programs. Certification nominations may be initiated at the supervisory level and approved by a designated bureau safety and health professional. Nominations should provide adequate CDSHO qualification and training justification as specified in 28.3A and B.

F. Position Description. CDSHO position descriptions will appropriately describe assigned duties. A list of suggested CDSHO position description elements is provided as Appendix 2 of this Chapter.

G. Equipment and Resources. CDSHOs will be provided with adequate and appropriate equipment and resources to perform their assigned duties. Minimum equipment availability for the CDSHO to perform his/her duties will vary depending on location. A list of suggested CDSHO Library/Reference Materials is provided as Appendix 3 of the Chapter.

Appendix B Sample CDSO Superintendent Appointment Agreement

_____ Is hereby appointed as the
(Name of employee)

Collateral duty assignment of Safety Officer for _____
(Park)

1. Performance of the responsibilities of Collateral Duty Safety Officer (CDSO) will become part of the designated employee's performance elements.
2. In the performance of these duties the Collateral Duty Safety Officer represents the Superintendent and the entire park and actions and activities performed in this duty are independent of the employee's other responsibilities. The CDSO is expected to work across all division and geographic lines in the park and is approved to make contacts with any and all park personnel and partners as necessary to accomplish these duties.
3. The incumbent is expected to devote at least 20 percent of work time to this Collateral Duty Safety Officer assignment.
4. The incumbent will develop and maintain reports and documents as required by National Park Service risk management guidelines (DO 50-B and RM 50-B) and as required by the **Occupational Health Manager/Regional Risk Manager**.
5. Program results will be reviewed as required by standards set by the **Safety and Occupational Health Manager/Regional Risk Manager**.
6. The supervisor, in consultation with the Superintendent and **Safety and Occupational Health Manager/Regional Risk Manager**, will make periodic determination of the quality of the work performed. Performance will be based upon the adequacy of achievements in relation to the amount of time devoted to the safety and health assignment, achievement of program goals, and adherence to standards.
7. The Collateral Duty Safety Officer shall be provided with adequate and appropriate equipment as necessary to meet standards for work performed and will receive training (NPS CDSO Training Curriculum) as necessary to accomplish assigned tasks. Employee will not be held responsible for the inability to accomplish work or achieve results for which appropriate equipment, training, or resources have not been made available.
7. The attached Collateral Duty Safety Officer performance responsibilities briefly outline the incumbent's duties for this position.

Park Superintendent Date

Appointee Date

I hereby concur with this official collateral duty appointment.

Immediate Supervisor Date

Appendix B Sample CDSO Superintendent Appointment Agreement

CDSO Responsibilities

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2. Assists supervisors in assuring that all accidents/incidents are investigated and reported in a timely manner into the SMIS database in accordance with National Park Service and Department of the Interior policy.
3. Is familiar with and maintains a working knowledge of OSHA, DOI, and NPS safety and health standards, regulations, and policies. Maintains a list of technical contacts and websites.
4. Applies the necessary skills to implement the basic elements of organizing, planning, and managing the NPS safety and health program at the park.
5. Conducts routine or recurring facility inspections as required under OSHA regulations and National Park Service/Department of the Interior policy and/or special initiatives in accordance with the level of training and/or certification received. Is skilled in the knowledge necessary to conduct a thorough inspection of all employee work sites and employee hazard exposures.
6. Initiates appropriate actions to correct deficiencies based on inspection findings. Provides information to the superintendent and park management team so they can initiate appropriate action to correct safety deficiencies.
7. Serves as a member of the Park Safety and Health Committee and attends Park Management meetings where appropriate.
8. Conducts and/or coordinates safety and health training at the park. This training is in accordance with the Park NPSafe Action Plan and other training necessary to address potential employee hazards exposure.
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13. Participates in a periodic meetings and calls with the Regional Risk Manager.
14. Ensures by communication with the Regional Risk Manager is following the direction of the Regional and Park NPSafe Action.
15. Assists the Park Management Team in the development of the NPSafe Action Plan.

Appendix C NPS Occupational Safety and Health Personnel

NPS Risk Management Division (WASO)

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Regional Risk Managers

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Appendix D NPS Risk Management Division CDSO Training Program – Schedule of Courses Page 1 of 2 Revised: December 1, 2005

Date	Time	Course Title	Delivery Method	Length	Remarks
Dec 8, 2005	9:00-11:30AM ET or 2:00-4:30PM ET	Congratulations, You're the CDSO!	ITV	2.5 hrs	OSHA General Industry Standards
Jan 12, 2006	1:00-4:00PM ET Both days	Respiratory Protection: Breathing a Little Easier in the Workplace	WILD	6 hrs.	OSHA General Industry Standards
Jan 19, 2006	1:00-4:00PM ET	Accident Investigations: Getting to "Why?" to Prevent "It Happened Again!"	ITV	3 hrs.	
Jan 25-26, 2006	10:00AM-Noon ET or 2:00-4:00PM ET	Job Hazard Analysis: Identify Risks Sooner Rather Than Later!	AGC	2 hrs.	OSHA General Industry Standards
Feb 2, 2006	TBD	Ergonomics	ITV	TBD	
Feb 9, 2006	10:00AM-Noon ET or 2:00-4:00PM ET	The Park Safety Committee: Key To An Effective Park Safety Program	AC	2 hrs.	OSHA General Industry Standards
Feb 16, 2006	9:00AM-Noon ET or 1:00-4:00PM ET	Bloodborne Pathogens: Breaking the Chain of Infection	WILD	3 hrs.	OSHA General Industry Standards
Feb 23, 2006		Lyme Disease	AGC		
Mar 2-3, 2006	1:00-4:00PM ET Both days	You Should Hear What They're Missing: Implementing a Hearing Loss Prevention Program	WILD	6 hrs.	OSHA General Industry Standards Attendance on both days required
Mar 9, 2006	1:00-4:00PM ET	It's the Dose That Makes the Poison: Understanding Exposure Assessment	WILD	3 hrs.	OSHA General Industry Standards
Mar 16, 2006	TBD	Supervisory Safety Responsibilities	ITV	TBD	
Mar 16-17, 2006	1:00-4:00PM ET Both days	Confined Space Entry: There's Always Room To Do It Right	WILD	6 hrs.	OSHA General Industry Standards Attendance on both days required
Apr 4, 2006	10:00AM-Noon ET or 2:00-4:00PM ET	Personal Protective Equipment (PPE): Knowing You Need It Is Not Enough	ITV	2 hrs.	OSHA General Industry Standards
Apr 6, 2006	10:00AM-Noon ET or 2:00-4:00PM ET	Heat Injury Prevention: Cool Ideas On a Hot Topic	AGC	2 hrs.	
June 1, 2006		Supervisory Safety Responsibilities	ITV		
	10:00-11:00AM ET or 2:00-3:00PM ET	"CDSO Shop Talk" for CDSO Training Program Participants	AC	1 hr.	OSHA General Industry Standards
	10:00-11:00AM ET or 2:00-3:00PM ET	"CDSO Shop Talk" for CDSO Training Program Participants	AC	1 hr.	OSHA General Industry Standards
	10:00-11:00AM ET or 2:00-3:00PM ET	"CDSO Shop Talk" for CDSO Training Program Participants	AC	1 hr.	OSHA General Industry Standards

Date	Time	Course Title	Delivery Method	Length	Remarks
Before Sep 24, 2005	n/a	Authority, Roles, and Responsibilities	WBT		
Before Sep 24, 2005	n/a	Resources, References, and Standards	WBT		OSHA General Industry Standards
Before Sep 24, 2005	n/a	HAZCOM	WBT		OSHA General Industry Standards
Before Sep 24, 2005	n/a	OSHA Recordkeeping Requirements	WBT		OSHA General Industry Standards

Delivery Method – Explanation of Acronyms

ITV = Interactive Television. These course are delivered via satellite and participants must be at an NPS site with a TELStation installed or at an FWS Distance Learning Classroom site.

AC = Audio Conferencing. These course are delivered via a phone conference bridge. Participants must have a high-quality speaker phone or audio conferencing unit such as a Polycom SoundStation or equivalent.

AGC= Audio Graphic Conferencing. These courses are delivered via a phone conference bridge and web conferencing software such as Microsoft Live Meeting. Participants must have a high-quality speaker phone or audio conferencing unit such as a Polycom SoundStation or equivalent AND must have a PC with a Internet connection. The PC must be configured with the appropriate web conferencing software.

WILD= These courses are web-enhanced instructor led DVD courses. Participants will be sent a DVD that they are asked to view. Following the viewing of the DVD, participants are required to input a course assignment via the web and to participant in an audio conference with the instructor.

WBT= Web-Based Training. These courses are web-based courses that are available for participants to complete at a time of their choosing. Participants must have a PC with an Internet connection and an appropriate web browser.

OSHA General Industry Standards

Participation in those courses with “OSHA General Industry Standards” in the “Remarks” column is required to receive credit for the 30 hour General Industry Standards course. Where one of these courses is offered multiple times, participation in only one of the course offerings is required.

Attendance and Participation to Meet OSHA Requirements

To meet the OSHA requirements for student participation, you must be pre-registered for a course and you must participate in the discussions and exercises during the course. Where a course is taught via ITV, you must be able to use the Push-to-Talk microphones to respond to instructor questions and reply to the roll call. If the course requires an evaluation or exercise following the live interactive session, you must submit that evaluation and the exercise in a timely manner to receive credit.